

Job Opportunity Bulletin

Post Date: 5/15/2017

ACCOUNTING ADMINISTRATOR I (SUPERVISOR)

Salary: \$5,470.00-6,796.00
Permanent, Full-Time
FINAL FILE DATE: Until Filled

JOIN THE DDS TEAM!

For information about the
**DEPARTMENT OF
DEVELOPMENTAL SERVICES**

Please visit our website at
www.dds.ca.gov

Please refer to:
Position #: **473-131-4549-001**

Mail your application to:

Dept. of Developmental Services
1600 Ninth Street, MS-Q
Sacramento, CA 95814
Attention: Rob Whitlock

All applications will be
screened and only the most
qualified will be interviewed.

CONTACT INFORMATION

Name: Rob Whitlock
Number: (916) 322-7660
Email:
Robert.whitlock@dds.ca.gov

Under the general supervision of the Accounting Administrator II (Supervisor), the Accounting Administrator I (Supervisor) is responsible for the Claims Payable and Reimbursement unit in the Accounting Section. This position functions in a supervisory role to provide accounting and fiscal data to staff and management. For complete duties, please see duty statement on following pages.

Desirable Qualifications, Knowledge, Skills and Abilities:

- Knowledge of accounting principles and procedures, as well as the financial organization and procedures of the State of California;
- Ability to plan, organize and direct the work of others;
- Strong knowledge of the California State Accounting and Reporting System (CalSTARS), the State Administrative Manual, State, Federal and accounting rules and regulations as well as a strong understanding of internal controls;
- Preferred additional education includes courses in statistics, business finance, mathematics college composition, speech/oral communication and/or business composition.

ADDITIONAL INFORMATION:

If you are ready to join our team, please submit an original signed State application (STD. 678) by the final filing date. **Please include a Statement of Qualifications (1-2 pages) which illustrates why your experience qualifies you for this position. Applications submitted without a Statement of Qualifications will not be considered. A resume does not take the place of Statement of Qualifications.**

Please include the **basis of your eligibility** (*list eligible, transfer, etc.*) and **position #473-131-4549-001** on your application. If you are using list eligibility from an on-line exam to qualify for the position you **must** include with your application any **documentation (i.e. copy of transcript, degree, license, etc.)** necessary to verify meeting the MQ's. The Minimum qualifications (MQ's) will be verified prior to interview and/or appointment.



"Building Partnerships, Supporting Choices"

DEPARTMENT OF DEVELOPMENTAL SERVICES

1600 9th Street, MS-Q
Sacramento, CA 95814

DUTY STATEMENT
DS 3022 (01/2017)

**DEPARTMENT OF DEVELOPMENTAL SERVICES
ADMINISTRATION DIVISION
FINANCIAL SERVICES BRANCH
ACCOUNTING SECTION
ACCOUNTS PAYABLE AND REIMBURSEMENT UNIT**

DUTY STATEMENT

NAME:**JOB TITLE:** Accounting Administrator I, Supervisor**POSITION #:** 473-131-4549-001

POSITION DESCRIPTION: The Accounting Administrator I (Supervisor) is responsible for providing the accounting and fiscal functions needed to meet DDS' program objectives and to ensure effective management of the DDS internal accounting activities. The Accounting Administrator I, Supervisor will manage and oversee the claims payable unit and reimbursement staff.

SUPERVISION EXERCISED: Provides direction and oversight to a group of semi-professional and professional accounting staff and is responsible for day-to-day operations within the Accounts Payable Unit and Reimbursement staff within the Accounting Section.

SUPERVISION RECEIVED: Under general supervision from the Accounting Administrator II (Assistant Chief of Accounting).

ESSENTIAL JOB FUNCTIONS:

- 25% Incumbent will direct staff working with Development Centers (DC) to gather all invoice payment data from the DC's that are in transition of closing. Will be the liaison to the DC's, the regional centers, headquarters, State Control Agencies, (such as the State Controller's Office) to resolve payment problems or issues related to all payments to vendors and the replenishment of the revolving fund account. Types of payments including salary advance, travel expense advance, and urgent vendor invoices (e.g., payment discount or to avoid Prompt Payment Act penalties), in accordance to the guidelines set for by State Administrative Manual (SAM). Review and reconcile all DC revolving fund accounts by checking the CalSTARS system and working with the General Ledger unit ensuring accuracy of accounts.
- 20% Manage staff in the preparation of year-end closing and adjusting entries for accruals and encumbrances. Provide supervision for the more complex accounting duties during Development Centers (DC) closure process, including the planning, organization, as well as provide supervision in the claim payment activities. Develop, prepare, and submit to management an analysis report of the Development Centers closure status on not less than weekly, including, but not limited to all fiscal transactions, reconciliation analysis, while updating procedures and activities associated with the re-delegation of duties to DDS Headquarters for optimum cost recovery benefit to the State.

- 20% Supervise, plan, organize, and direct the monthly reimbursement activities including: directly and indirectly supervising staff who process invoices to Department of Health Care Services (DHCS) and Department Social Services (DSS) and other revenue sources. Compiling monthly expenditure data and preparing reimbursement invoices for state staff, union, audits, medical eligibility, reimbursement, etc. in accordance with State and Federal Regulations. Will monitor and follow-up with staff on past due accounts receivable (AR) to ensure reimbursement is received in a timely manner. Ensure Accounts Receivable Management Act is being followed. Assist staff to evaluate ways of streamlining processes.
- 10% Employee will provide support in all areas of the Accounting Section and may need to attend Fi\$Cal training and assist in training staff during the transition from CalSTARS to Fi\$Cal. Will be responsible for communicating knowledge to staff in the Accounting Section for each module covered. Identify additional training needs (staff appropriate) based on their expected expertise in a unit in an effort to become Subject Matter Experts to participate in the training.
- 5% Review claim schedules for correct funding and appropriation detail. Facilitate the resolution of the more complex payment issues regarding contracts, advance payments/offsets, purchase orders. Research and respond to requests for payment information from department managers, control agencies and internal and external auditors. On a daily and monthly basis, direct staff to follow up and analyze errors and make corrections in CalSTARS.
- 5% Prepares timely employee evaluations and appraisals; including probationary reports, annual performance reports, and/or grievances. Follow up on staffs' performance as needed to continue staff development. Encourages career development and provide adequate training to obtain career goals for subordinate staff. Identifies training needs and provide training to staff to implement new/revised procedures. Recruits, interviews and provides recommendations, and prepares hiring packages for potential staff.

MARGINAL JOB FUNCTIONS:

- 10% Responds to financial data requests from department managers, State control agencies, Federal Government and various auditors utilizing the CalSTARS accounting system.
- 5% In the absence of Accounting Administrator II and the Accounting Administrator III, may assume responsibility for the management of the Accounting Section and or the General Ledger Unit to ensure a continued safe and efficient work environment is maintained.

TYPICAL WORKING CONDITIONS:

Open-spaced partitioned office, ability to move about, stand, reach, stoop or bend. Employee may be required to sit for long periods of time using a keyboard, monitor and mouse. Computer will be used daily approximately 60%-70% of the time on the following software applications (i.e. Microsoft Excel, Word, CalStars, Fi\$CAL). Must be able to use various office machines; copier, scanner, fax, etc. During peak times, including annual year-end processing, requests for leave will be limited and approved on the case by case basis. May be required to push, pull or move about up to 25 pounds (files, books, boxes, etc.)

DESIRABLE QUALIFICATIONS:

- Knowledge and experience in the operations of an accounting office.
- Knowledge of the organization and functions of the California State Government.
- Ability to identify and implement process improvements and customer service enhancements that result in streamlining work processes and efficient use of staff resources and system capabilities.
- Ability to make decisions involving varied levels of complexity and risk.
- Ability to manage multiple priorities requiring quick turnaround deadlines.
- Highly motivated with excellent organizational and time management skills.
- Strong leadership skills with the ability to motivate and empower staff.
- Strong interpersonal and communication skills.

CERTIFICATION OR LICENSE:

ALTERNATIVE TO MINIMUM QUALIFICATIONS: None.